

# JYOTI DEVI

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## PROFILE

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Energetic and self-motivated professional, with consistent reputation for working within deadlines. Seeking for a position, to apply my skills and experience, to bring the best out of it.

## EXPERIENCE

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2021 - Present

Front End Team Member, Whole Foods Market, Burnaby, BC

- Responsibilities includes serving customers, handling cash and helping any customer to find the item they are looking for.
- Follows all cash handling procedures – meeting and exceeding regional cashier variance policy in order to tally cash balance with system at the end of the day.
- Provides excellent customer service, addresses needs of customers in a timely and effective manner and models suggestive selling techniques; answers phones and pages promptly and courteously.
- Maximizes sales potential through effective and proper procedures for prepping, storing, rotating, stocking, and merchandising product.

2016- 2020

Event Supervisor, Foxfire Events & Activations Pvt. Ltd, Pune, India

- Responsibilities include, cultivating solid relationships with clients through the provision of after-sales service, creating a positive onboarding experience for a new clients, and organizing training seminars to enable clients to fully utilize product features and benefits.
- Ensured client satisfaction with the organization’s product or service as a primary point of contact.
- Types of Events - Corporates, Concerts, Fashion shows.
- Top Events- IPL, ISL, Pro Kabaddi League, Mercedes, Audi, BMW, Femina Miss India, Sunburn Festival, Hyatt Regency and Westin.

June 2013- 2016

Event Co-Ordinator, Paperplane Concepts, Pune, India

- Preparing budgets, scouting, booking locations, conducting press outreach, lining up sponsors and celebrity guests, and organizing seating and dining offering best service to the clients.
- Overseeing support staff - florists, caterers, music performers, and guest speakers, and anticipating & planning for different scenarios to ensure smooth workflow.
- Types of events- Corporates, Real Estates, Brands Promotion.
- Top Events - Volkswagen, Maruti, Ford, Vivanta by Taj, J W Marriot, Godrej Properties, Xrbia Properties, Lodha- Belmondo Properties, Bajaj, Tata Motors, Mahindra, Samsung & Vivo.

## EDUCATION

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**April 2022**

Post- Baccalaureate Diploma in North American Business Management Applied,  
Capilano University – North Vancouver, BC

**June 2018**

Master's in Advanced Accounting & Taxation,  
Symbiosis College of Arts and Commerce- Pune, India

**June 2016**

Bachelor's in Banking and Finance,  
Symbiosis College of Arts and Commerce- Pune, India

**March 2013**

Higher Secondary (12th Pass) in Commerce,  
Army Public School – Pune, India

## KEY SKILLS AND CHARACTERISTICS

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- Effective Communicator
- Team Management
- Leadership Experience
- Problem Solving Ability
- Microsoft Office Suite
- Sales and Marketing
- Emotional Intelligence
- Adaptability

## ACTIVITIES AND INTERESTS

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- Social Work
- Playing Chess
- Cooking
- Dancing
- Music
- Travel

## CERTIFICATIONS

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Financial Modeling  
Taxation